

Student Handbook Insert draft copy

XYZ School Board

The Board of Trustees of the XYZ school division (*district*) governs the division (*district*) that includes your school and other public (*separate or francophone*) schools within the City of _____ or e.g. - in a 8000 sq. km. area stretching from _____ in the north to _____ in the south, and _____ in the east to _____ in the west). It's our job to ensure that you and all other children in this division (*district*) receive a quality education. Specifically, the board's responsibilities include:

- Communicating, informing and involving parents, staff, and the community-at-large about school board decisions and activities.
- Adopting an annual budget that achieves division (*district*) priorities.
- Setting goals and priorities for the jurisdiction that achieve provincial education standards, meet the needs of students and reflect the community's wishes.
- Making and enforcing policies that set out standards and expectations regarding the actions of administration, teachers, and students.
- Lobbying the municipal and provincial governments on education issues of importance to the jurisdiction.
- Adjudicating policy or decision appeals.
- Hiring and evaluating the superintendent.

The school board is made up of ___ trustees elected every three years from ___ wards (*at large*) in the jurisdiction. The next election will be held on October 15, 2001. Current trustees are:

(list in alphabetical order)

Name	phone number	e-mail
Name	phone number	e-mail
Name	phone number	e-mail
Name	phone number	e-mail

A key responsibility for trustees is to stay in touch with students, teachers and the community so that we understand, and reflect in our decision-making, what all citizens value and want for children living in this community. Examples of Board policies that are affected by community input include when schools will be open, and what happens when students misbehave at school.

We are always available to listen to you or your parent's concerns regarding school or school board policies. If you have a concern that is not being dealt with by your teacher, principal, or the superintendent, please feel free to contact one of us.

More information on XYZ school board can be obtained from the school office, the division (*district*) office or from our website at _____. More information on school boards in Alberta can be found at the Alberta School Boards Association's website at www.asba.ab.ca